



Position Description

Title: Finance Associate
Reports to: Vice President for Finance and Administration
Status: Non-Exempt, full-time

Key Functions: The Finance Associate will perform a variety of clerical and bookkeeping duties requiring independent analysis, judgment, and knowledge of the Community Foundation's mission and services. Requires strong organizational, administrative and computer skills. Requires strong verbal and written communication skills, the ability to perform responsibilities in a professional manner, and to handle detailed assignments with a high degree of accuracy and confidentiality. Proficiency in Microsoft Office products (Word, Excel, and Access) is required. A team-attitude is expected.

Qualifications

- Associate or bachelor degree in accounting is preferred
- Minimum two years successful work experience in related position
- Excellent time management skills
- Ability to manage multiple projects simultaneously
- Attention to details, ability to meet multiple deadlines
- High level of interpersonal skills to handle confidential and sensitive information and situations
- Self-starter; able to work with minimal direction
- Proficiency in MS Office (Word, Excel, PowerPoint, Access)
- Knowledge of nonprofit sector is helpful
- Must have valid driver's license and reliable transportation

Other Requirements

While performing the duties of the job the employee is regularly required to sit, maneuver around building, stand, kneel, stoop, crouch, reach with hands and arms, talk and hear. Additionally, must be able to load and carry items required for events. Must be able to frequently lift and move up to 25 pounds.

To be considered, please submit cover letter and resume by May 5, 2017 to:
Nicki Charles, VP for Finance and Administration, Community Foundation of the Lowcountry,
ncharles@cf-lowcountry.org

NO PHONE CALLS PLEASE